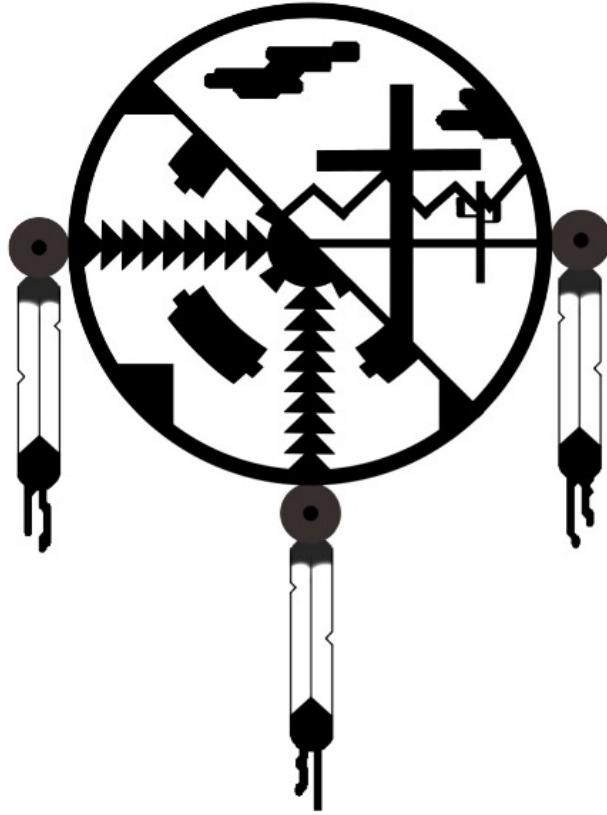


*St. Peter Indian Mission Catholic School
Parent-Student Handbook
School Year 2021-2022*



***Respect
Reverence
Responsibility***

*Diocese of Phoenix
Gila River Indian Community
P.O. Box 10840
Bapchule, Arizona 85121
phone 1-520-315-3835 fax 1-520-315-3963*

***Parent-Student Handbook
St. Peter Indian Mission Catholic School
School Year 2021-2022***

Table of Contents

- *Philosophy-p. 1*
- *Mission Statement-p. 1*
- *Student-Expectations-p. 1*

- *Procedures, Policies, Rules*
- *A. Admissions-p. 1-2*
- *B. Acceptance Process-p.2*
- *C. Asbestos Letter-p.2*
- *D. Attendance of School-Rationale-p.2*
- *E. Attendance Policy-p.2-3*

- *F. Behavior-Discipline Policy-p.3*
- *G. Bullying Harassment-p. 3-4*
- *H. Bus Safety-p.4*
- *I. Bus Rules-p.5*
- *J. Calendar of Events-p.5*

- *K. Cell Phones-not allowed-p.5*
- *L. Code Of Conduct-Diocese of Phoenix-p.6*
- *M. Counseling Procedure-p.6*
- *N. Crimes and Threats-p.6*
- *O. Crises/Safety Plan-p.6-7*

- *P. School Safety Procedure-p.7*
- *Q. Curriculum-p.7-8-9*
- *R. Dress Code Guidelines-p. 9*
- *S. Drug Policy-p.9-10*
- *T. Educational Field Trips-p.10*

- *U. Family Envelopes-p.10*
- *V. Grading System-p. 10*
- *W. Health Concerns- p.10-11*
- *X. Home School Organizations-p.11*
- *Y. Homework-an essential part of learning-p.11*

- *Z. Internet User Policy-p.11*
- *A-1. Lunch Room and Breakfast Rules-p. 11*
- *B-1. Miss St. Peter Program-p.12*
- *C-1. Office Hours and Procedures-p.12*
- *D-1. Parent Student Handbook Agreement Contract-p. 12*

- *E-1. Parent Responsibilities-p. 12*
- *F-1. Parent-Teacher-Student Conferences-p. 12-13*
- *G-1. Playground Supervision/Play Areas-p. 13*
- *H-1. Principal's Right to Amend the Handbook-p.13*
- *I-1. Promotion Requirements-p. 13*

- *J-1. Report Cards-p.13*
- *K-1. Restroom and Shower Facility-p. 13*
- *L-1. Restroom Rules: Teachers or aides supervise restroom use-p.13*
- *M-1 Sacramental Preparation-p.14*
- *N-1. Safe Environment Policy-p.14*

- *O-1. Saturday School*
- *P-1 School Board-p. 14*
- *Q-1. School Day Length-p.14*
- *R-1. School Supplies-School Store-p. 15*
- *S-1. Student Government-p. 15*

- *T-1. Student Service Hours-p. 15*
- *U-1. Sunday-The Role of Sunday in Catholic Schools-p. 15*
- *V-1 Testing Program-p.15*
- *W-1. Tuition/Scholarship Applications-p.16*
- *X-1. Truancy-p.16*
-
- *Y-1. Vandalism-p. 16*
- *Z-1.Visitors-Volunteers etc-p. 16*
- *A-2 Volunteer Program-p. 16*
- *B-2 Weapons-p. 17*
- *C-2. Wellness Policy/Wellness Program-p.17*

- *D-2 Wellness Policy-for campus-p. 17*
- *Pandemic Re-Opening Procedures, Policies, Protocols, p.17-21*

- *Appendix*
- *2021-2022School Calendar*
- *Asbestos Letter*
- *Lice Management in the Schools Policy*
- *Code Of Conduct*
- *Diocese of Phoenix Bullying/ Harassment Policy*
- *Discipline Documentation Form*
- *Handbook Agreement form*
- *Summary of Parent Responsibilities*

Philosophy of St. Peter Indian Mission Catholic School

St. Peter Indian Mission Catholic School believes that the foundational O’Odham Himdag of respect, reverence and responsibility and the Gospel message of God’s faithful, forgiving love provide a stable, challenging, and academic environment that will foster self-discipline, academic success, cultural pride, strong faith in God loyalty to Country, service to the Community, and fitness for life.

I. Organization/Philosophy of Gila River Community Schools:

The best education addresses the needs of the individual student.

We need to educate the whole student:

physically, intellectually, socially, spiritually, and culturally.

Students learn best in safe, effective environments that inspire the highest educational standards to mold future leaders and increase self-reliance.

We believe there must be a strong partnership among the school staff, parents, and the Community to instill citizenship, respect, and responsibility to help students learn how to make the Community a better place now and in the future.

II. Mission Statement of St. Peter Indian Mission Catholic School

The Mission of St. Peter Indian Mission Catholic School is to educate children, who are grounded in God’s love to become respectful, reverent and responsible citizens.

III. Student Learning Expectations are based on Our Himdag of Respect, Reverence and Responsibility

A. Respect

Students will:

Demonstrate age-appropriate behaviors in Church, classroom and community,

Respect self, others and things,

Continue to share their Akimel O’otham Culture

Care for and keep the environment clean.

B. Reverence

Students will:

Attend Church regularly,

Learn that God’s House is a House of Prayer

Use God’s name prayerfully

Speak with courtesy to all, especially Elders

Model polite behaviors toward others.

C. Responsibility

Students will:

Develop accountability by doing home/study work,

Come to school on time, Focus on completion of class assignments,

Actively engage in classroom activities,

Learn to use their own gifts and appreciate those of others,

Make choices that build Gospel morals and values.

IV. Procedures, Policies and Rules

A. Admission

1-All Catholic Elementary Schools and Diocesan High Schools of the Phoenix

Diocese are open to students who sincerely seek religiously oriented education.

Because every Catholic child has right to religious instruction and formation in the Catholic Faith, ***enrollment preference may be given to Catholic students.*** St. Peter Indian Mission Catholic School will not refuse admission because of race, color, creed or national origin.

2-A student entering Kindergarten must be five(5) years of age on or before September 1st of that school year. Likewise, a first grader must be six (6) by September 1st. Exceptions made only by the principal. Students entering Preschool must be 3 years old, 4 years old and 'potty' trained. Every family enrolling children must go through the 'scholarship process' in order for the children to be accepted.

3-Baptismal record, immunization record, birth certificate, social security number, tribal enrollment, the latest report card, and the St. Peter Registration Application must be completed before a family is considered for acceptance. required.

4- Since class size is limited. St. Peter Indian Mission Catholic School has a waiting list for each grade. When an opening occurs, parents are notified. **All registrations are dated.**

B. Acceptance Process

The family will be issued a letter of acceptance for their child after the following has been completed:

- 1-A formal registration/or re-enrollment document
- 2- Scholarship interview process
- 3-School information forms and Gil River Health Care forms
- 4-Interview with School Board Members-based on Parent Responsibilities in Handbook—in August or when it is most safe to gather.
- 5-August Parent Inservice Meeting

C. Asbestos Letter

A letter explaining the 'Asbestos Inspection' process that the EPA requires all schools to publish is in the Appendix of this handbook.

D. Attendance of School-- Rationale, Parent Responsibility

- 1-Daily attendance is **mandatory** except in the case of illness, emergency, death
- 2-Notify office of Child's Absence.
- 3-**Excessive absenteeism, with 10 days absence per semester**, could be the reason for a child **to repeat his/her present grade.**
- 4-**Tardiness interferes with learning** as children miss important direct instruction.
- 5- Excessive tardiness will result in Saturday School

E. Attendance Policy-Procedures for Little Angels PreSchool and Grades K-8

*1-In order to provide Catholic Education to families who seek it for their children and may be on the waiting list, we list these guidelines for child attendance. **If a child exceeds 10 days of UNEXCUSED ABSENCES, the family will be informed that the child has been dropped from the school roster.***

2-Excused Absences

- a-Illness or quarantine of child, parent, or sibling (Illness **lasting more than three (3) consecutive days must be verified by a medical doctor**).
- b. Medical appointment of child or other family member.
- c. Family emergency (may include car accident, lack of transportation, death of family member, catastrophe)
- d. Severe weather conditions that prohibit travel to and from school
- e. Official or legal agency appointments (immigration, court appearance, etc.)
- f. Court-ordered visitation
- g. Religious/cultural celebrations (includes funerals)

3-Unexcused Absences (Limited to 10 per school year)

- a*-Illnesses lasting more than three (3) consecutive days, which have not been verified by a medical doctor
- b* -Child did not want to go to school
- c*-Parent/child overslept
- d*-Did not attend school because it is ‘a half day’.
- e*-Any absence for which a specific reason is not given

4-Note: Every absence will be documented!

- a*-The School Truant Officer will enforce the Gila River Truancy Policy
- b*-Get your children to bed early and take electronics away at bed time or turn WIFI off at 9:00 p.m. so they can sleep and get to school on time.

F. Behavior-Discipline Policy-Respect, Reverence and Responsibility

1-Discipline is an aspect of moral guidance and refers to those reasonable controls which promote each student's character development and self-discipline and a **Christian environment of love and respect.**

2-A primary consideration in all disciplinary decisions is the obligation of the school to maintain a safe place for students and a positive learning atmosphere.

Discipline is always handled in each class by the classroom teacher. If the teacher gives a child consequences for a ‘**misbehavior**’ the teacher will supervise the consequences. The rights of students must be a fundamental consideration in all disciplinary procedures.

3- Disciplinary action should be **corrective**, rather than punitive, with emphasis on developing within the student responsibility for his/her own conduct. ***A student who is written up will receive ‘Saturday School Hours’ and an adult member of the family must come to Saturday School with student and work with him/her.***

4-The teacher reviews the **Parent Student Handbook** with her class at the beginning of the school year and whenever necessary and frequently reminds students to uphold it.

5- *Students clearly unable to profit from the school by reason of academic problems, emotional difficulties, or the uncooperative or disruptive behavior of the student or the parent, may be required to transfer. (Dio. PolicyHdbk)*

G. Bullying/ Harassment

1-The Diocese strongly opposes and prohibits all forms of harassment(e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry and disability. Whether verbal, physical, or environmental, any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students. (Diocesan policy 4.21) See Appendix for full policy and reporting forms.

2- Bullying Defined

Bullying behavior is repeated and systematic harassment of a victim(s) by individuals or groups of individuals. Bullying occurs when a person or group of people attempts to take power over another person. Bullying can occur any time during school, during school-related activities, or after school when students are off-campus. Bullying can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

a-Physical Bullying: Using physical force to hurt another person

b-Verbal Bullying: Verbal Bullying is directing words at another person with the intention of putting down or humiliating.

c-Relational Bullying: Relational Bullying is when a person influences others' friendships and relationships by actions that include but are not limited to deliberate exclusion, retaliation, spreading gossip or rumors.

d.-Cyber Bullying: Cyber Bullying is the use of cell phones, text messages, e-mails, messaging, social media, blogs and web postings to target another person

3-Reporting:

a-All members of the St. Peter Indian Mission Catholic School community have the ***right and responsibility to report incidents of concern regarding negative social behaviors and bullying*** so that together we can maintain a safe environment for all.

b-Parents, ***please report all incidents of bullying that your children relate to you ASAP so we can work immediately to nominate this negative behavior.***

c-Reminders:

i -If the 'bullying' happened anywhere at school or on the bus or on a field trip, the School will work to change the bullying behavior. **Parents, it is imperative that if you know of any bullying or 'rumors' of bullying that is going on, please report immediately.** If we do not know about it, we cannot protect children or improve the situation.

ii-Parents and teachers, encourage your children to let you know ***immediately*** if they feel they are being bullied. If a child asks to see the principal, please send that child immediately.

4- Consequence Process:

a-All reports will be taken seriously and will be promptly investigated in a confidential manner.

b-Such reports will be reviewed and investigated in a prompt, confidential, and thorough manner.

c-The investigation will determine

i-if the concern reflects normal social ups and downs that may require support

ii-or mean or rude behavior that may require intervention and disciplinary action

iii-or actual bullying that will require intervention and disciplinary action up to and including expulsion.

d- The principal will issue consequences that are fitted to the 'bully' involved and which will usually involve grounding, after school detention, Saturday School, and a specific, positive project to make it right. The principal may refer the child to the school counselor or to the traditional counselor depending on circumstances.

5- Virtue Education

A Virtue Education Program will be taught and reinforced daily in a effort to develop patterns of behavior to counteract the pressure to 'bully'!

H- Bus Safety-Enforced by the Bus Monitor

1-Children unable to follow the Bus Rules will be suspended from riding the bus for one week. Further disrespect, child could lose the privilege of riding the bus.

2-Evacuation drills will be practiced each semester with students.

I- Bus Rules: Children are to act with respect, reverence and responsibility

- 1-Every bus rider must keep seat belts on. Remain seated in assigned places. **No jumping, hiding or running around!**
- 2-Be polite, respectful, thankful and speak softly. This means: No fighting, bullying, name calling, cussing, swearing or threat making on the bus.
- 3-All books, and school supplies must be in see-through book bags. **If child does not have one, it will be provided and charged to parents.**
- 4-Pencils, pens, markers. or colors are not allowed in book bags; nor in pockets!
- 5- *At Dismissal:* Get off the bus at your 'normal' place unless an appropriate note from the office indicates a change.
- 6-No food or drink on the bus; no seeds, kool aid, gum, candy etc...
- 7-Students may not have: cell phones, ear buds, radios, tape players, headsets, video-games, Game-boys' IPods, MP3 players etc on the bus.

Note well: These items will be taken from the student, turned into the office and a parent will have to pick them up. **If taken away a second time, child will not receive item back until the end of the school year. Parents will be notified if an electronic devise is taken from a child.**

8-If a student has permission to bring a cell phone to school:

- a. The student will give his/her phone to Angie White, the Office Manager, for the school day.
- b. At dismissal Angie will give the cellphone to the Bus Monitor.
- c. As the student gets off the bus for home, the Bus Monitor will give the student his/her cellphone.

9-Never damage bus property

J- Calendar of Events

- 1-At the beginning of the school year a calendar is sent to every family both in the family envelope and in the back of this Parent-Student Handbook.
- 2-A monthly calendar of more specific activities, meetings and events is sent home the first week of each 'school' month.

K. Cell Phones-not allowed by students! No Cameras! No Facebook!

1- If a child needs a cellphone for 'after school', parents are to write a letter to the principal requesting permission for the phone to come to school.

- a. The student will give his/her phone to Angie White, the Office Manager, for the school day.
- b. At dismissal Angie will give the cellphone to the Bus Monitor.
- c. As the student gets off the bus for home, the Bus Monitor will give the student his/her cellphone.

2- If a cell phone is taken from a child in class or on the school grounds or on the bus, the parent must come to school to get it back. If it is taken away a second time, the child will not receive it back until the end of the school year. Parents will be notified if a cellphone is taken away.

L- Code Of Conduct-Diocese of Phoenix

This code's emphasis is that our children are surrounded by a 'safe environment when coming to school, an environment where they will be protected from all harm and abuse. See Appendix.

M- Counseling Procedure—On Campus—for Counselors and Parol Officers...

- 1-***The Community, through Behavioral Health, provides each school with a Counselor. Parents who approve of their child's counseling have signed a permission slip.
- 2-***If an "outside" Counselor has appointments with children during school hours, the sessions may not keep the child out of class more than 30 minutes. If more time is needed, make after school arrangements please.
- 3-***A copy will be made of Counselor Identification by the Office Manager. Counselors need to sign in and wear a Visitor Tag while on campus.
- 4-***If the Counselor puts down the school and suggest to the child to go to another school, that counselor will not be allowed on the grounds of St. Peter Indian Mission Catholic School.

N- Crimes and Threats...

- 1-***Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or serious physical injury and any conduct that poses a threat of death or serious physical injury to employee, students or anyone on the school property must be reported to law enforcement. (A.R.S. 15-34)
- 2- The procedure to follow is:***
 - a-*** Call for police; inform Superintendent and TED
 - b-***Place suspect(if a member of the school community) on suspension until investigation is completed by police.
 - c-***If suspect is a student: Possible student evaluation by a mental health professional to determine if student is able to return to school without being a threat to self or others.

O- Crises/ Safety Plan-School Community will be inservice on the Safety Plan.

A Crises-Emergency Plan is in place at St. Peter Indian Mission Catholic School. Should we have a major disaster during school hours, your child will be cared for at school. Your cooperation is necessary in any emergency.

- a-*** Do not phone the school as the phone lines may be needed for emergency.
- b.-*** In the event of a serious emergency, students will be kept at school until they are picked up by an identified, responsible adult who has been identified as such on the emergency information sheet.
- c.*** If the decision is made to 'evacuate' school during a crises, the children will be transported to the District 5 Service Center. You will be notified.

P- School Safety Procedure

- 1-*** School is locked down all day.
- 2-*** Keep classrooms doors locked during the day when *INSIDE* your classrooms...
- 3-*** When someone *KNOCKS* on door, ***only the TEACHER or AIDE*** answer door.
- 4-*** The 'drive in' gates are always closed.
- 5-*** The Office Manager will make sure the gates are closed and will open when needed.
- 6-*** All visitors must sign in and wear a badge if they stay on campus.
- 7-*** The Security Team will monitor our watchfulness and readiness.
- 8-NO one goes to the classroom to get children; they go to the office and the children are CALLED! This rule applies to everyone, even to employees.***

Q- Curriculum

1-The faculty and staff of St. Peter Indian Mission Catholic School endeavor to provide an academic program based on sound educational principles and strive to reinforce the Christian and spiritual values which a child first learns in the home.

2-Curriculum: Following is a list of subjects included in the CURRICULUM:

<u>Kindergarten</u>	<u>Grades One-Six</u>	<u>Junior High</u>
Religion-Liturgy	Religion-Liturgy	Religion-Liturgy
Reading readiness	Reading	Literature
Math	Math/Star Math	Math/Star Math
Language	English	English
Penmanship	Penmanship	Penmanship
Science	Spelling	Spelling
Physical Education	Physical Education	Phys. Ed.
Social Studies	Science	Science
Music/Art	Social Studies	Social Studies
Pima Culture	Music/Art	Music-Art
RUNNING	Pima Culture	Pima Culture
Virtue Education	AR/Star Reader	AR/ Star Reader
	Virtue Education	Virtue Education

3- Curriculum Associated Programs

<u>Program Description</u>	<u>Need Met/Service Provided</u>	<u>Provider</u>
Title I Reading Program	Students below far below reading level	Sacaton Dis no.18
Breakfast/Lunch	All students	ADE/Child Nutr
School Nurse Program	All students	GRIC
School Resource Officer	All students	GRIC
School Counselor	All Students	GRIC/Behavioral Health

4- Curriculum Time Allotments:

Grades 1-2-3

<u>Subject</u>	<u>Daily(minutes)</u>	<u>Weekly(minutes)</u>
Reading	90	450 Reading/Phonics/Listening
Language Arts	60	300 Spelling/Penmanship/Grammar/Composition
Math	50	250
Social Studies	15	75
Science/Quest	20	100
Computer	2X30	60
Fine Arts	3X30	90
Religion	30	150
P.E.. Ed.	2X30	60 Also 5X20 laps (daily) +20 noon
Pima Language	2X30	60 recess, plus 20 min. daily
recess		
TOTALS	265 min.-core	1325 min.-core
	120 min.-specials	270 min.-specials (planning time)

Grades 4-5-6

<u>Subject</u>	<u>Daily(minutes)</u>	<u>Weekly(minutes)</u>
Reading	45	225 Reading/Listening
Language Arts Composition	60	300(Spelling/Grammar/Penmanship/
Math	60	300
Social Studies	45	225
Science	45	225
Computer	2X30	60
Fine Arts	2X30	60
Religion	40	200
P.E.. Ed.	3 X 30 (4,5)	90
	3 X 45 (6)	135 Also 5X20 laps (daily)+20 min.
recess		
Pima Language	2X30	60
TOTALS	295 min-Core	1475 min-core
	120 min.-specials	270 min.-specials (planning time)+45

Grades 7-8

<u>Subject</u>	<u>Daily(minutes)</u>	<u>Weekly(minutes)</u>
Reading	50	250 Literature/Listening
Language Arts	60	300 Spelling/Grammar/Penm./Composition
Math	60	300
Social Studies	45	225
Science	45	225
Computer	2 X 45	90
Fine Arts	2 X 45	90
Religion	40	200
P.E.. Ed.	3 X 45	135 Also 5X20 laps (daily)
Pima Language	2 X 30	60
TOTALS	300 min-core	1500 min-core
	165 min-special	375 min.-specials (planning time)

5- Curriculum Note:

If a child chooses to attend St. Peter Indian Mission Catholic School, even if non-Catholic, that child will participate fully and respectfully in religion classes liturgy and all forms of prayer. Not to do so indicates a choice or another school.

R-Dress Code for School Year 2021–2022**1- Simple uniforms : For grades K-8**

a-St. Peter Polo Shirt

b-Solid, Navy blue or Khaki pants, slacks, shorts, ‘skorts’

c-All school uniform shirts must be purchased at the School Store.

2-Uniform regulations:

a-Fit well: **Not permitted:** tight clothing, baggy clothing, many pockets.

b-Pants at waist, belted when necessary. Shirts will always be tucked in.

c-**No BLACK anything--caps, jackets, sweatshirts etc.**Jackets, caps, sweatshirts

d-If children come to school in noncompliance, they will be given the correct item to wear. Parents will be charged.

3-Shoes:

a- **Good fitting, PRACTICAL,** tied or velcro **tennis shoes** are required daily.

b- No Filip Flops or sandals

4-Book Bags must be clear see through plastic.

5-No make up. No jewelry. Note: Nail polish is considered ‘make-up’.

6-We reserve the right to BAN ‘gang-related clothing of any type at any time.

7-Hair RULES

a-Hair is to be CLEAN, neatly combed , gel/grease and LICE-FREE ,pulled back.

b-Hair length for boys: collar length or shorter.

c- Young men who participate in traditional ceremonies may keep their hair pulled back.

d- Hair should be ‘off the face’, not covering eyebrows and pulled back.

e-Coloring of hair, bleaching, streaking etc is not allowed.

8-Any changes or additions to this DRESS CODE_will be discussed with you at Home-School Meetings as we have always done.

a-If children come to school in noncompliance, they will be given the correct item to wear. Parents will be charged .

b-Consistent disregard of the dress code indicates the choice for another school.

9-Dress Code Guidelines

a- Uniforms NOT required for PreSchool, but will be available if parents wish.

b- All school uniforms MUST be purchased from school.

c- Uniform-Change of Clothing needed in school for grades PreK- K-1-2.

d-Children in grades PREK Kindergarten, One, and Two must bring a change of clothing to school. These clothes will be used if a child has an 'accident'. **If a child has an “accident” and does not have a change of clothing in school, you will be** called to come and pick up your child to change them.

S- Drug Policy

1- Any incident involving a person **intentionally present to sell or transfer** marijuana, peyote, dangerous or narcotic drugs **or in the possession or use of** all of the above except prescription only drugs or involved in manufacture of dangerous drugs on a school campus must be reported to an administrator who must report to a Police Officer.

2- Possession, use, or being under the influence of tobacco, alcohol or illicit drugs, is prohibited on school premises and at all school-sponsored activities by anyone

3-The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs may result in required withdrawal from the school (Diocesan Policy 4.17, revised 6/24/05)

4- The school reserves the right to require drug testing of any student suspected of use of illicit drugs. Parents will be contacted to take the student for a drug test and submit the results of the test to the school nurse. (New Diocesan Policy 3.1.4.26)

T- Educational Field Trips

Educational trips are occasionally planned as part of the instructional program.

a. Parents are asked to complete the Cover All Permission Slip for field trips throughout the year. You will always be informed of trips.

b. As a rule, your child will not need money for the field trip. If money is needed parents will receive a written notice from the teacher.

U- Family Envelopes -Weekly, a large brown envelope will be sent home with your youngest child in school. **Please look** for this envelope each week, read over the contents, sign and return the envelope to school as soon as possible.

V- Grading System, Standards Grading System, Standards Grading Criteria:

1-A - Consistently exceeds requirements of grade level; **extra credit 94-100%**

2-B -Above average; assignments usually completed; ‘on time’ **85-93%**

3-C - Usually meets requirement of grade level curriculum. **75-84% average**

4-D - Does not yet meet requirements of grade level; late work, below average
65-74%

5- F -Very poor Required work is unacceptable Average of all graded work is below 64%

6-Additional Report Card indicators of progress:

E - Excellent

S - Satisfactory

I - Improving

N - Needs more time, practice, support

U - Unsatisfactory

W- Health Concerns - School Nurse Concerns and Requests:

1- Child Abuse: Please know that as a school community we are bound by State Law to report any suspected case of child abuse to Child Protective Services.

2- Lice: Parents are to check their child’s head for lice, nits, eggs **every night.**

If your child has a problem please take care of it immediately.

If the child’s problem with lice persists, the proper authorities will be notified.

3-Medication Procedures:

a-Medication must be in a prescription bottle or original container.

b-It must be given to the School Nurse upon arrival at school.

c-The medication is kept by the School Nurse.

4-There must be a written request from the parent or guardian for school personnel to administer any medication sent to school. The parent/guardian must provide the following information regarding medication:

-date/dates to be given.

-instruction of dosage

-time to be administered

-signature

5- Sleep

Please make certain that your children get more than enough sleep each night.

Children need a minimum of 8-10 hours of sleep each night.

6- Our Wellness Program: Diabetes Prevention --See Wellness Program-no. 45

Realizing that the Gila River Indian Community has an extremely high rate of diabetes we as a school community strive daily to provide a healthy school environment in order to offset the onset of the disease. The Diabetes Prevention Program includes well balanced, healthy meals and a running and P.E. Program.

7-Healthy Meals following strict guidelines

a- We expect our students to eat everything that is served.

b- Portion size based on age is an important component of child nutrition.

c- If a child has a food allergy, state law requires that the child’s Doctor fill out a state form indicating the allergy. Appropriate food/drink will be given to those children These forms are kept on file for inspection by state auditors.

Parents, please request a form and we will send it home. Thank you.

8-Healthy Snacks—no cupcakes, candy, pizza parties etc

a-For classroom parties ONLY HEALTHY snacks will be allowed (popcorn, pretzels, cheese and crackers, fruit, veggies.)

b-We have to PRACTICE what we PREACH. SAVE the pizza, soda, cake, cupcakes and candy for HOME!

X- Home School Organization

Parents are required to attend each monthly Home School Meeting. Home School Meetings will generally be on the second Tuesday of each month at 6 p.m.

Y- Homework-an essential part of learning!

- 1- Homework is given in primary grades to strengthen skills and concepts taught in class.
- 2-Assignments not completed during the school day are considered ‘homework’ for students in the upper grades.
- 3-Children in grades 1-8 have Planners in which they write their assignments.
- 4-Reading for at least 20 minutes is an important part of homework.
- 5-It is the student’s responsibility when absent to make up all assignments missed because of tardiness, absence, etc.
- 6- The time allotment for homework :

<i>Grades K,1,2 --30 minutes</i>	<i>Grades 3,4--45 minutes</i>
<i>Grades 5, 6--45-60 minutes</i>	<i>Grades 7,8 --60-90 minutes</i>

Z- Internet User Agreement

Each student and his or her parents will sign an ‘**Internet User Agreement and Permission Form**’ which states that the user will follow the rules when using any school computer, iPads or Chrome books.

‘A-1’-Lunch Room and Breakfast Rules:

- 1-Pray before you eat. PRAY at the end of the meal too.
- 2-Wash hands before eating.
- 3-Eat all your own food.
- 4-Use a quiet voice in the dining room. Stay in your place until dismissed
- 5- Stack your trays neatly. Place silverware in metal container
- 6-Crush milk carton; throw trash away.
7. Do not take food from others, throw food around, give food away or play with food.

‘B-1’- Miss St. Peter’s Program-School Royalty

- 1-As a new school year begins, Junior Miss St. Peter becomes Miss St. Peter, and Little Miss St. Peter becomes Junior Miss St. Peter, therefore each year (beginning in school year 2022-2023) ‘Little Miss St. Peter’ will be selected/ elected.
- 2- Role of Miss St. Peter, Little Miss and Court: To represent the school at Tribal and Civic Events in the local area.
- 3-Student Eligibility :
Passing grades in all subjects
Good behavior
Positive Church attendance
- 4-The Office Manager will be coordinator of Program

‘C-1’- Office Hours and Procedures

- 1- School Office Hours (Office is located in ‘The St. Christopher House’)
Opens : 7:00 a.m.
Closes: 5:00 p.m.
- 2-**The office will be locked during morning prayer, going home prayer and the weekly children’s Mass.** Come and pray with us or wait for the office to reopen!
7:30 a.m.-Morning Prayer,
3:15 p.m.-Going Home Prayer,
Adoration of the Blessed Sacrament every other Thursday
10:00 a.m. School Mass on Friday

'D-1'- Parent Student Handbook Agreement Contract

1. This Handbook will be reviewed with parents at the **August Inservice**.
2. Parents are to review the Handbook with their children **at home**.
3. When the review is complete and your children understand, we ask that you and your children sign the Handbook Contract and bring it, with your Handbook, to the **School Board Interview Session**.

'E-1'- Parent Responsibilities:

- 1- Weekly Family **Church Attendance....**
- 2-**Treasuring and sharing the O'Otham Culture** with your children.
- 3-**Insisting that your children** do their homework each night and following up to see that it is done.
- 4-Attending and actively participating in all parent **inservice meetings, home school meetings, parent teacher conferences** etc.
- 5-**Keeping your child/children healthy to attend school daily**
* at least 8 hours of sleep, *good nutrition, *clean and lice free hair.
- 6-Paying your **family tuition** monthly,by the 10th of each month.
- 7- **Contributing 50 hours of service** to the school community.
- 8-Volunteering and working at 3 **fund raisers** during the school year-
- 9- Supporting the **Parent Student Handbook**
- 10-Returning requested paperwork **promptly**.
- 11-Filling out and promptly returning **scholarship applications!**
- 12-Seeing that your child is **DAILY in compliance** with the school **Dress Code** .

'F-1'-Parent-Teacher-Student Conferences

- 1-Attendance of parent-teacher-student conferences are mandatory for all parents. Conferences dates are listed on yearly calendar and you are asked to sign up for an appointment two weeks before conference time.
- 2-**Parent Teacher Conference Dates:**
First Quarter: **Thursday, Oct. 21st, 1:15 p.m.-7:00 p.m.**
Second Quarter: **Thursday, January 13th, 1:15 p.m- 7:00 p.m.**
Third Quarter: **Thursday, March 17th, 1:15 p.m.-7:00 p.m.**

'G-1'- Playground Supervision/ Play areas

- 1-Supervision on the track as the children arrive, usually about 7:15 a.m
- 2-**Recess / Lunch Schedule.** A noon duty supervision schedule defines supervisor, play area, restroom supervision and dining room supervision times.
- 3-**Playground Rules...**
 - a-Remain in the designated play area.
 - b-Respect everyone, game rules, and the environment.
 - c- No bullying, fighting, kicking, wrestling, throwing stones, rocks, sand, etc.
 - d- No climbing trees. No hanging on basketball hoops.
 - e- No running on the porch.
 - f-Obey the playground supervisor.
 - g- Be responsible for the athletic equipment, balls, or toys that you take out for recess for play. If you take it out, bring it back in!
 - h-Students may not leave the playground without the permission of the playground supervisor, teacher or principal.
 - i-Treat other people how you WANT to be treated--with RESPECT and fair play.
 - j-No cussing or swearing or bad gestures!

'H-1' Principal's Right to Amend the Handbook

During the course of the school year because of circumstances, Diocesan Policies, State Laws etc, it may become necessary to make additions, deletions, or amendments to the Parent-Student Handbook. ***If this happens, you will be given prompt notification and the reason for any changes.***

'I-1'-Promotion Requirements To be promoted to the next grade a child must:

- 1.-Be passing all major subjects,
- 2- Be at or approaching grade level in reading and math,
- 3- Have a good attendance record (fewer than 10 absences)
- 4-Parents will be informed often on the progress of their children.

'J-1'-Report Cards

- 1- Report cards will be issued quarterly.
- 2-At Report Card time, an Honor Roll will be posted!

'K-1-Restroom and Shower Facility

- 1-**Noon** recess times and restroom times have been scheduled.
- 2-Children will always be supervised when using the restrooms.

'L-1'- Restroom Rules: Teachers or aides supervise restroom use.

- 1-Quietly use the restrooms in the proper manner and **flush** after each use.
- 2-Always **wash your hands with soap before leaving the restrooms.**
- 3- Do not stand on toilet seats or sink tops or climb the restroom partitions.
- 4-Do not splash water on the mirrors.
- 5-No writing tools of any kind may be taken into the restrooms.

'M-1'- Sacramental Preparation- Following the guidelines of the Diocese of Phoenix

- 1-Sacrament of Reconciliation -generally received in **second grade.**
- 2- **Holy Eucharist** and **Confirmation** generally received in the **third grade.**
 - a-Children in other grades who had not received the **Sacrament of Confirmation** as well as **Holy Eucharist and Reconciliation** will be prepared for them.
 - b-**Because parents are the first educators in the faith,** we provide the content.
 - c-The **RCIC program** for children is also made available to the children of St. Peter seeking to become members of the Catholic Church.

'N-1'- Safe Environment Policy-Diocese of Phoenix

The Diocese of Phoenix requires that all persons who work directly with children within every Diocesan Institution take part in a workshop that explains and defines what a 'Safe Environment' is for our children and how we can protect them from sexual abuse and abuse of every kind.

- a. Yearly inservice meetings for all parents, teachers, staff and volunteers
- b. St. Peter students receive '**safe environment instruction**' yearly.

'O-1'- Saturday School

- 1- **If a child is required to attend Saturday School because as a behavior consequence, that child needs to be accompanied by an adult family member to work along side the child.** The service hours of the adult will count for the family! The service hours of the child will be recorded in his/her service hour booklet.
- 2- Only students 'invited' to Saturday School may attend unless they seek permission from the Principal and clearly state what their Saturday Goals are. Saturday School is OPEN to students who want to study, catch up or read. They too must follow the rules.

3-Requirements of Saturday School:

- a*-School uniform worn
- b*-No social media or headphones
- c*-No food or drink brought to school (The Sisters will provide lunch)

4-Normal hours of Saturday School: 9:00 a.m.-2:00 p.m.

'P-1'-School Board

The School Board is an advisory group of parents and community members who assist the principal in formulating policy, solving problems, planning, fund raising, and other school matters.

The School Board consists of five to nine members. Members are elected by the parents as Home School Officers and serve a term of four years.

'Q-1'-School Day Length

1- 'Pandemic Hours'—PreK-8th Grade

- a. Monday, Tuesday, Thursday, Friday: 7:30 a.m.-3:30 p.m.*
- b. Wednesday: 7:30 a.m.-1:00 p.m.*

2- 'Normal Hours'—PreK-8th Grade

- a. Monday -Thursday- Dismissal: 7:30 a.m.- 3:30 p.m.*
- b. Friday- Dismissal: 7:30a.m.-1:00 p.m.*

'R-1'- School Supplies: School Store

1- The items listed below are needed by all children (grades PreK-8) as the school year begins:

- a*-A clear see through book bag
- b*-10 large boxes of kleenex,
- c*-3 large rolls of paper toweling,
- d*-3 Clorox Wipes Containers
- e*-A good pair of tennis shoes—for running(No flip-flops, no sandals)

2-Teachers will give student the 'Supply List' they need on the first day of school.

3- School shirts, school pants, book bags and other school supplies are available in the School Store. (Uniform Store-in Office area, back up-Library)

'S-1'- Student Government

*1-*The student government program gives the students the opportunity to use the democratic process to develop communication, decision- making and conflict resolution skills.

2-For the 2021-2022 School Year Student Government will take the following form:

- a*-Each grade will weekly have a class meeting .
- b*-Each grade will elect 2 class leaders.
- c*- The class leader(in grades 3-8) will attend all student council meetings.
- d*- Student Council Meetings will usually be held weekly.
- e*-Sister Pamela Catherine will be the moderator of the Student Council.

'T-1'- Student Service Hours

*1-*In keeping with our School Philosophy, Mission Statement and the example of Jesus *in being a Servant to others, our children are required to contribute service hours.*

2- Hours required per grade level:

- a-PreK—1: 5 hours, c- Gr. 3-15 hours e- Gr. 5-8 -25 hours*
- b-Gr. 2: 10 hours, d- Gr. 4-20 hours*

3- Method of reporting-in process.

‘U-1’- Sunday-The Role of Sunday in Catholic Schools

- 1- The Sunday Celebration of the Lord’s Day and His Eucharist is at the heart of the Church’s Life.
- 2- The Bishop asks that no school fundraiser activities or other events take place on Sundays.

‘V-1’- Testing Program

- 1- A formal testing program is used throughout the school. This includes the Iowa Test of Basic Skills, for grades 1-8. The Iowa Test of Cognitive Abilities is also given to students in grades 4 and 7 each year.
- 2- Star Reader Tests, Star Math Tests, Dibels Testing are given at least monthly.

‘W-1’- Tuition/Tuition Considerations/Scholarship Applications

- 1- We have four sources of “tuition help” that allows us to offer Catholic Education at a much lower rate than all other Catholic Schools:
 - a- ***The Tribal Allocation*** yearly provides funding for the school and it has been in the ‘neighborhood’ of \$200,000.00 (sometimes more, sometimes less). We regard Tribal Funding as a tuition source.
 - b- ***Tuition Tax Credit Scholarships***--Catholic Education Arizona Every family is asked to fill in this scholarship form promptly when enrolling children each year.
 - c- ***The Brophy Scholarship*** --for all children entering St. Peter for the first time and continuing. This of course covers Kindergarten students and students who all new students who enroll.
 - d- ***The Pappas Foundation Scholarship***—for all children.
- 2- *The 2021-2022 tuition per each child at St. Peter Indian Mission Catholic School is \$6000.00 The four scholarships contribute to pay that amount as does The Tribal Allocation*
- 3- *Our school board has set the family fee at \$300.00 per family . If one or both parents are Catholic School Alumni, your family fee is \$150.00.*
- 4- *Further more, if you are a school employee, you have ‘free’ tuition for school year 2021-2022.*

‘X-1’- Truancy—*If your child is absent, you will receive a call to find out why and if your child missed the bus, your child will be picked up. Daily attendance of school is essential. We follow the Tribal Truancy Policy.*

‘Y-1’ Vandalism

Parents are responsible for any damage willfully done to school property or to the property of any student, staff or faculty member by their children. An appropriate remuneration will be required for the damages.

‘Z-1’- Visitors- Volunteer, Worker Signing in- Badge wearing are mandatory.

All visitors and volunteers must sign in at the school office and wear a visitor name tag before going any place on campus.

‘A-2’- Volunteer Program-

1- Parent Volunteers

As the school year begins each family will be sent a volunteer form to offer their time and energy in service to our children. Your volunteer time counts as service hours.

2- Off Reservation Volunteers We as a school community are blessed with hundreds of hours of volunteers service from our friends in Sun Lakes, Sun Bird, Chandler, Gilbert, and as far away as Fountain Hills.

3- Student/High School Volunteer Guidelines:

- a-No electronics.*
- b-Dress with respect.*
- c-Follow through with the work assigned.*
- d- Be sure to sign in when you come, wear a volunteer badge and sign out when you leave.*

‘B-2’-Weapons (Section 4.2, revised 6/24/05--Diocese of Phoenix)

- 1-Any incident involving an unemancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person within his immediate control or on a means of transportation on school grounds must be reported to an administrator who must report to a police officer. reference A.R.S. 15-515)*
- 2-Threat, possession, or use of a weapon on school premises or at school-sponsored activities. will result in disciplinary action and/or required withdrawal from school.*

‘C-2’- Wellness Policy/Wellness Program

- 1- St. Peter Indian Mission School is committed to providing a school environment that promotes and protects children’s health, well-being and the ability to learn by supporting healthy eating and physical activities.*
- 2-The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.*
- 3- All students will participate in physical activities on a regular basis:*
 - a-Physical education classes and daily laps.*
 - b-Foods served for breakfast, lunch and snacks meet the guidelines of the Federal and State of Arizona Child Nutrition Meal Programs guidelines as well as the Quest Program of the Gila River Indian Community. See Appendix for Meal Plan--Build a healthy plate! Good for home too!*
- 4-Nutrition education and physical educational are provided to foster life long habits of healthy eating and physical activity.*

5- P. E. Classes/Fitness time

a- Fitness times for grades K-3:

- 5, 20 min. run/walk times = 100 minutes*
- 2, 30 min. classes = 60 minutes*
- 5, 20 min. noon recesses = 100 minutes*
- 260 minutes***

b-Fitness times for grades 4-5

- 5, 20 minute run/walks = 100 minutes*
- 3, 30 minute classes = 90 minutes*
- 5, 20 min. noon recesses = 100 minutes*
- 290 minutes***

c- Fitness times for grades 6-7-8

- 5, 20 minute run/walks = 100 minutes*
- 3, 45 minute classes = 135 minutes*
- 5, 20 minute noon recesses= 100 minutes*
- 335 minutes***

6- We support and enforce the Tribal Food Policy/State Law which ban soda, junk food, candy, baked desserts, and sweets of any kind from school at all times.

Therefore for school parties only 'healthy foods' are allowed. (*State Law*)

a-Approval for any type of food for children in classrooms must come from the principal.

b-The four page 'Wellness Policy' is available in the Office should you wish to study it.

'D-2'- Wellness Policy-for the campus, for our environment

- 1- Everyone is responsible for keeping the Mission clean and safe.
- 2- If you see trash anywhere on campus, pick it up, throw it away in a bag or a container.
- 3- When walking on the track, pick up litter, trash, whatever doesn't belong.
- 4- Respect 'Mother Earth' by walking gently and making her more beautiful.

***Pandemic Re-Opening Procedures
School Year 2021-2022***

Re-Opening Plan

Approved by the Education Standing Committee July 8, 2021

Request:

1-To bring all children back whose parents want them back in school. If parents want to make accommodations for their child or children, please call the principal and it will happen.

2-All pandemic compliance items, policies and protocols follow.

Community Requirements: 1-Facilities

Proper Ventilation

HEPA Filters

Air purifiers

Social Distance Markers Plexi-Glass Barriers

Isolation Area for symptomatic staff and students

St. Peter Indian Mission School Compliance

Ventilation: *All classrooms have been retrofitted with air purifiers and with air scrubbers.*

HEPA Filters

We use FPR10 filters which block dust, lint, mites, pollen, pet dander, mold spores, bacteria microscopic allergens, virus carriers, odor, most smoke, and smog particles.

Note: FPR 10 Filters are pricy, but not as pricy as HEPA filters.

***Air Purifiers** have already been retrofitted into the AC Units.*

***Social Distance Markers**—Sidewalks, porches etc have been marked and remarked when worn out..*

***Barriers** are in place in all classrooms*

Isolation Area:

Fenced in outdoor area north of the St. Francis Shoppe, right near the entrance road and north parking lot. Picnic tables, shade tree, tarp etc and a mister system make it comfortable. If a child or a staff member needs to be isolated because they seem symptomatic, they are escorted or sent to the isolation area with the 'Covid Tracer' monitoring them until their ride arrives.

Community Requirements:

2-Staff Vaccination

St. Peter Indian Mission School Compliance

93% of staff has been vaccinated.

Note: Vaccination Policy of the Phoenix Diocese:

No employee, teachers nor staff, are required to take the vaccine. We highly encourage adults to take the vaccine, if health issues permit.

The entire St. Peter Community are both careful and responsible in mask wearing, in social distancing, and in hand sanitizing and had washing.

3-PPE Inventory

Mask 1 daily for adults and children and supply for visitors

Disinfectant spray and wipes Hand sanitizer

St. Peter Indian Mission School Compliance

We have thousands of cloth masks for our children, staff and visitors.

We likewise have an endless supply of disinfectant spray wipes, and hand sanitizer.

There are hand sanitizing dispensers throughout the Mission and on all buses.

In addition we have a team of young people who sanitize the playground areas, picnic tables, and benches often during the school hours and after every playground use.

Since August of 2020, 'Sanitize Now' has come to the Mission every Wednesday and every Saturday to professionally sanitize the entire Mission....classroom, Church, Dining Room, Office Area, Library. etc.

4-Staff and Students

St. Peter Indian Mission School Compliance

Since September of 2020, the entire faculty and staff are Covid Tested every two weeks in the school dining room.

Only two staff members ever came down with Covid, because the elderly Mom of one of the young men had it, and they worked together. It spread no further.

Covid Testing for our Children:

A questionnaire was sent to the parents in April and of the surveys returned (82 out of 100 were returned) 95% of the parents indicated that they did not want their children 'tested' because they themselves did not like it. Rather, they preferred the isolation method, where they would pick up symptomatic children to be tested

Covid Policies and Protocols developed and practiced by St. Peter Indian Mission School.

Policies

1-Compliance:

St. Peter Indian Mission Catholic School will respect and act in accordance with all policies, benchmarks, and executive orders issued by the Diocese of Phoenix, the Gila River Indian Community, and the State of Arizona.

2-Consultation:

St. Peter Indian Mission Catholic School will consult with with the director of Public Health, Candalerian Preston regarding questions and concerns.

3-Coming to School well, in good health

St. Peter Indian Mission Catholic School is concerned about the health and happiness of all schools ommunity members. That being so, we need children, staff and faculty too stay home when they are not feeling well. All we ask is that the parent, staff or teacher call or send a note that they won't be in so that we can cover that work. We all the the responsibility of self-care.

4-Hybrid Learning Options:

St. Peter Indian Mission Catholic School will offer a Hybrid Blended Learning Program until permission is received to have the whole school return.

Note: *The Education Standing Committee approved our Re-Opening Plan for all students to return in May with Hybrid and it worked well. We are taking all students back.*

5-Protocol Follow Through

If any member of the St. Peter Indian Mission School Community refuses to comply with the protocols,that person will be invited to leave.

Protocols:

Bus Protocol

1-Monitor gives each child a 'Health Screening Check' and takes and records child's temperature*.

2-If temp*. is in the normal range, and *Health Screening* reveals 'no flags'the child receives the wrist band of the day.

Note: *Health Screening Form must be reviewed, questioned, evaluateIf approved the evaluator initials it.*

3-Monitor hands child a mask to put on.(If child is not masked)

4-Child boards BUS and puts hands under automated sanitizer and rubs hands.

5-Child takes ASSIGNED seat on bus.

Tardy Children to Office/Office Protocol:

1-Temperature taken* *Health Screening Check* taken, evaluated.

Note: *Health Screening Form must be reviewed, questioned, evaluated If approved the evaluator initials it.*

2- Given mask if not masked up

3-If temp is in the 'normal range', given band on arm. The color changes daily. If a child or staff member is not banded, they are sent back to office.

4-The child, masked and temp. taken, is then sent to his/her classroom. The classroom teacher is called so the door will be open as the child enters.

Parents, Visitors, Volunteers, Faculty and Staff Protocol:

1-Must go to Office and Sign In, get temperature taken and fill in Health

Screening Check Off List. If temp in normal range, person may stay.

Note: Health Screening Form must be reviewed, questioned, evaluated. If approved the evaluator initials it.

2- Given mask if not wearing one.

3- Visitor wears a name tag. Faculty, Staff wearing wrist band, color of day.

4-If visitor needs to see someone, that person comes to Office.

5-Visitors do not walk around the campus unless they are “inspecting.”

Transitions Protocol—to restroom, dining room, Music, Church, Dismissal

1-When children are walking through the St.Peter Campus, they will keep **3 ft. apart**, ** hands to themselves, and hands at the side or behind their back.

2-Children and all will be masked up.

3-There will be blue Xs throughout the campus indicating where to stand and how far to stay apart.

4-Children will always walk in lines...so as to avoid touching one another

Church Protocol:

1-All enter masked.

2-Hand sanitizer machines on either side so all can sanitize as they walk in.

3-Church is ‘roped off’ for social distancing ...children will sit 3 in a row..hugging sides and sitting in the middle.

4-As all leave Church, they will walk **3 ft. apart**. *

Restroom Protocol:

1-Class lines up **3 ft. apart****, (as all pavement is marked with blue Xs the are six feet apart) and walk in an orderly fashion to the restroom.

2- Class stays lined up **3 ft. apart****, and 3 at a time are allowed in restroom.

3-Sinks are use are marked, **3 ft. apart**** with automated dispensers for soap

4-Student takes paper towel for wiping hands.

Meal Service Protocol:

1- To Children: All meals are delivered to teacher in the classroom who will distribute them to the children. The meals will be in the same type of containers and bags that are used to deliver meals to homes. Home delivery will continue for those children who remain on line and to those at home for hybrid.

2-Adults-Will pick up meals in dining room bagged and boxed as they do now.

Eating Breakfast and Lunch Protocol:

All meals will be eaten in dining room, 4 at a table, socially distant.

*Meals may be taken outdoors to be eaten as long as social distance is observed.

*Also, with permission from the principal, meals may be eaten in classrooms

Playground Protocol:

1-One class at a time on the playground.

2-Everyone ‘masked’ up!

3-Children play without touching pushing, slamming into one another.

4-After class has played and gone back inside, the ‘sanitizing crew’ takes care of the playground area.

Classroom Sanitizing Protocol:

- 1-Daily, the teacher will sanitize desks and room when students are not present, before classes begin, when students are out for recess/ restroom/lunch, and after school.
- 2-Twice weekly, on Wednesday and Saturday, Odyssey Logistics comes and does a deep cleaning of the classrooms, office, Church, Kitchen etc.
- 3-Our Cleaning Teams wet mops all classrooms with a sanitizing solution.

Drinking Water Protocol:

- 1-Water fountains are not allowed to be used. They are locked down.
- 2- There are beverage coolers in each classroom well supplied with bottled water that the teacher will distribute to the children when they need water.
- 3-Throughout the Mission, in all classrooms, there are closed wastepaper baskets that open with a foot pedal.

Wastebasket Protoco

- 1-Never touch the top of a trash can.
- 2-Use foot pedal to lift top,
- 3-Thrown paper in
- 4-Sanitize hands immediately

Protocol IF a child or adult tested positive for Covid-19 following CDC Guideline and they are present on campus when they find, we would:

- 1-Separate person in a designated area with supervision by an adult (hopefully school nurse), wearing a cloth mask with social distancing.
- 2-The school nurse or designee will notify the proper authorities: -Parents, Guardian, or near relative -Public Health
- 3-Person tested will be masked and given a ride home by parent or person designated by parent.
- 4-Person will be quarantined for 14 days..if student, they will participate in remote learning
- 5-All who have near contact with person are quarantined for 14 days also.
- 6-School area affected will be closed for 2 days for deep cleaning.
- 7-If the person is a student, the parents of classmates will be informed.

Footnotes:

- *-If temperature exceeds 100.4 deg., child is sent home according to CDC guidelines...
- **In late March, 2021, the CDC changed the separation length in schools and for school functions from 6ft. to 3 ft.

Appendix

- *2021-2022 School Calendar*
- *Asbestos Letter*
- *Lice Management in the Schools Policy*
- *Code Of Conduct*
- *Diocese of Phoenix Bullying/ Harassment Policy*
- *Discipline Documentation Form*
- *Handbook Agreement form*
- *Summary of Parent Responsibilities*
- *Chrome Book Usage Policy*

St. Peter Indian Mission Catholic School | 2021-2022 CALENDAR Plan D

L 4 Independence Day

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

1-3 Christmas Break cont.
4 Return to school
7 End of Quarter (46)
13-14 Conferences
17 **M.L. King Day**

3-6 Inservice
3 Contracts begin
10 First Day of School
13 Tribal In-service-online

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				14

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
						19

21 Presidents' Day

6 Labor Day
17 Inservice Day
24 Indian Day

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		20

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						22

10 End of Quarter (42)
11 Diocesan Inservice
17-18 Conferences
28-31 ITBS testing

8 Diocesan Inservice
15 End of Quarter (45)
21-22 Conferences
31 Halloween

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						14

1-8 ITBS testing cont.
14 Holy Thursday
15 Good Friday
17 Easter Sunday
18-22 Easter Break

11 Veterans Day
25-28 Thanksgiving Break
29 Fr. Ed Day

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						18

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						19

08 Mother's Day
26 Last Day (47)
26 Promotion
30 Memorial's Day

10 Water Rights Day
22-31 Christmas Break
25 **Christmas Day**

DECEMBER '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						14

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3 **Contracts End**
19 Father's Day

August, 2021

Dear St. Peter Indian Mission Catholic School Community:

This informational letter comes to you at the direction of the United States Environmental Protection Agency (EPA). The Agency requires all schools to inspect their buildings, and facilities, and to identify, sample, and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA) regulation further requires that all parents, teachers and employees of schools where asbestos is found, be notified. This requirement will be a part of an inspection and management plan that will eventually be on file at our school.

The Asbestos Office of the Diocese of Phoenix has conducted an inspection of our entire school facility. Any friable asbestos containing material that has been found to be damaged has been repaired or removed in accordance with the Rules and Regulation of the United State environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and re-inspected visually every six months for any physical damage until it eventually removed.

Repair or removal is done by contractors experienced and certified in this type of work. After repair or removal, an extensive survey is completed to insure that all of the school areas are safe and free of asbestos fibers.

In addition, yearly inspection is also provided by the Environmental Health Department of the Gila River Indian Community.

Sincerely,

*Sister Martha Mary Carpenter
Principal*

Diocese of Phoenix * Gila River Indian Community
P.O. Box 10840
Bapchule, Arizona 85121
phone 1-520-315-3835 fax 1-520-315-3963
Code of Ethics

It is the policy of the Catholic Diocese of Phoenix that any sexual, physical, emotional abuse of a minor is not acceptable and will not be tolerated.

Employees and volunteers while working in their scope of ministry shall:

- Abide by the Diocese of Phoenix Policy and Procedures for the Protection of Minors
- Exhibit the highest Christian ethical standards and personal integrity
- Conduct themselves in a manner that is consistent with the discipline, norms, and teachings of the Catholic Church
- Provide a professional environment that is free from all forms of abuse including intimidation and, harassment
- Accept personal responsibility to protect all minors and adults from all forms of abuse
- Report concerns about boundary violations or other questionable behaviors and circumstances with the program supervisor, pastor or principal
- Report promptly, in accordance with the law of the State of Arizona and policies of the Diocese of Phoenix, any suspected abuse or neglect of a minor
- Call the Office of Youth and Child Protection for clarification when in doubt of policy or procedure
- ***Employees and volunteers while working in their scope of ministry shall not:***
- Abuse a minor
- Take advantage of supervisory and/or authoritative relationship, or any relationship of trust for their own benefit

Because it is impossible to compile a comprehensive list of specific acts constituting misconduct, employees and volunteers must use common sense, guided by the principles set forth above, to direct their behavior and to abide by the current Diocese of Phoenix Policy and Procedures for the Protection of Minors.

By signing this I am stating that I have received a copy of this Code of Ethics, I have read it, and understand it, and I agree to abide by it. I have also read and understand the current Diocese of Phoenix Policy and Procedures for the Protection of Minors and will abide by it as it helps me observe this Code of Ethics.

A violation of this Code of Ethics can result in disciplinary action up to and including removal from serving in programs and/or termination of employment.

Circle One::

Priest	Deacon	Religious Brother	Employee / Volunteer
Seminarian	Deacon Candidate	Religious Sister	

Date

Printed Last Name

Printed First Name

Signature

**DIOCESE OF PHOENIX BULLYING/ HARASSMENT POLICY
AND PROCEDURES PHILOSOPHY**

The Diocese of Phoenix affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices. Therefore,

**1.BULLYING/HARASSMENT POLICY: (Policies 3.1.3.25 and 3.1.4.29,
DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR
CATHOLIC SCHOOLS**

**2. THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS of
BULLYING OR HARASSMENT (e.g. harassment based on an individual's race,
color, age, religion, sex, marital or veteran status, sexual orientation, national
origin, ancestry, and disability), WHETHER VERBAL, PHYSICAL, OR
ENVIRONMENTAL. ANY EMPLOYEE WHO VIOLATES THIS POLICY
WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING
TERMINATION.**

- a. It is the policy of the educational programs of the Diocese to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer or student associated with these programs shall be subjected to any type of harassment/BULLYING
- b. It shall be a violation of this policy for any employee, staff member, volunteer, parent, or student to harass another employee, staff member, volunteer, parent, or student through conduct or communications as defined in Section 2 below.
- c. Each administrator shall be responsible for promoting understanding and acceptance of and assuring compliance with, local state and federal laws and diocesan policy and procedures governing harassment within his or her educational program or office.

Policy 3-1 Catholic Schools Appendix A.3 11/2011

**Appendix A.3The Roman Catholic Church of the Diocese of Phoenix Catholic
Schools Office Policies and Procedures /BULLYING**

- a. Harassment on the basis of race,color,age,religion,sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability constitutes discrimination and, as such, violates civil law and the policies of the Diocese of Phoenix.
- b. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, and that:

- i. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
 - ii. has the purpose or effect of unreasonably interfering with an individual's performance;
 - iii. otherwise adversely affects an individual's opportunities.
- c. Harassing conduct includes, but is not limited to, the following:
 - i. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, age, religion, gender, marital or veteran status, sexual orientation, national origin, ancestry, or; and
 - ii. written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates.
- d. The standard for determining when the verbal or physical conduct relating to race, color, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The "reasonable person" standard includes consideration of the perspective of persons of the alleged victim's race, color, religion, gender, national origin, age, or disability. It is not necessary to make a showing that the victim was psychologically harmed.
- e. Prevention is the best tool for the elimination of harassment. The Catholic Schools Office recommends an educational program at each school so that the school maintains an environment free of harassment on any of these bases.

Policy 3-1 Catholic Schools Appendix A.3 11/2011

**The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office
Policies and Procedures**

3. PROCEDURES

- a. Any person who alleges harassment by an employee, volunteer, or student files a complaint in writing directly to his or her teacher, immediate supervisor, Principal/Preschool Director or Superintendent of Schools. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident.
- b. The filing of a complaint or otherwise reporting of sexual harassment will not reflect upon the filing individual's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.

- c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. If the allegation is one of sexual misconduct, the diocesan policy on Sexual Misconduct will be followed.

4. SEXUAL HARASSMENT BY OR TOWARD SCHOOL EMPLOYEES

For employees, sexual harassment is defined as illegal sex discrimination and includes unwelcome advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature which meets any one of the following criteria:

- a. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment, status, or promotion
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the harassed employee
- c. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment
- d. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

Policy 3-1 Catholic Schools Appendix A.3 11/2011

The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures

5. SEXUAL HARASSMENT BY OR TOWARD STUDENTS

Sexual harassment toward students is defined as including, but not limited to, unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

- a. Submission to or toleration of sexual conduct is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese or school
- b. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student
- c. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile or offensive environment.

6. EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to the following forms:

- Verbal:
- Written:
- Physical:
- Visual:

7. SANCTIONS

- Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets
- Suggestive or obscene letters, notes, e-mails, or invitations Sexual assault, touching, impeding or blocking movement
- Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters
 - a. A substantiated charge against an employee or volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.
 - b. A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.

Policy 3-1 Catholic Schools Appendix A.3 11/2011

The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures

8. NOTIFICATIONS

Notice of this policy and procedures will be circulated to all schools in the diocese and incorporated in employee, volunteer and student handbooks. Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers and students in all schools of the diocese.

I have read and understand the above policy and procedure and agree to abide by it

Employee Name [please print]

School

Employee Signature

Date

St. Peter Indian Mission Catholic School
Parent Responsibilities

- ¥ *Weekly Family Church Attendance....*
- ¥ *Treasuring and sharing the O'Odham Culture with your children.*
- ¥ *Insisting that your children do their homework each night and following up to see that it is done.*
- ¥ *Attending and actively participating in all*
¥ *parent inservice meetings,*
¥ *home school meetings,*
¥ *parent teacher conferences etc.*
- ¥ *Keeping your child/children healthy to attend school daily*
¥ *at least 8 hours of sleep,*
¥ *good nutrition,*
¥ *clean and lice free hair.*
- ¥ *Paying your family tuition monthly, quarterly, by the semester or yearly.*
- ¥ *Contributing 50 hours of service to the school community.*
- ¥ *Working at least 3 fund raisers during the school year.*
¥
- ¥ *Supporting the Parent Student Handbook*
- ¥ *Returning requested paperwork promptly.*
- ¥ *Filling out and promptly returning scholarship applications!*
- ¥ *Seeing that your child is DAILY in compliance with the school Dress Code*

The Parent-Student Handbook Acceptance Agreement
St. Peter Indian Mission Catholic School
School Year 2021-2022

Parties: Parents,
Students,
St. Peter Indian Mission School

Terms:

(1) **As a School Community** and with the love of God, we promise to work very hard to give **your children**, our students, the best education possible using our resources, energy and creativity. in the safest, most sanitized environment possible.

We will daily integrate the school **Mission and O’Odham Himdag of respect, reverence and responsibility** into every aspect of school life as we strive to educate the children of St. Peter Indian Mission Catholic School.

(2) **As parents and students** we promise to live the values and virtues, the rules and expectations, the duties and procedures of St. Peter Indian Mission School as expressed in The Parent- Student Handbook, 2021-2022.

As parents we realize that **we are the primary educators** of our children and by signing this agreement we are becoming actively involved members of the St. Peter School Community .

(parent /guardian signature)

(date)

(student signature)

(date)

(school board member signature)

(date)

(principal signature)

(date)

Mission Statement of St. Peter Indian Mission Catholic School

The Mission of St. Peter Indian Mission Catholic School is to educate children, who are grounded in God’s love to become respectful, reverent and responsible citizens.

St. Peter Indian Mission School Discipline Slip
Respect + Reverence +Responsibility

Child: _____

Number of Write-Ups: _____

Date: _____

Observer: _____

Description of Behavior: _____

1. Person/persons disrespected: _____

2. Type of Bullying

_____ **Physical Bullying-using physical force to hurt another person by behaviors listed:**
Physical Bullying includes hitting, punching, pushing, shoving, kicking, spitting, pinching, holding, getting in the way of... Interfering with another's belongings, taking or breaking another's possessions, demanding money, stealing.

_____ **Verbal Bullying-directing words at another person with the intention of putting down or humiliating. Verbal Bullying includes putting down, humiliating, threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs, talking back, cussing, ridiculing, hostile gestures (flipping off), making faces, staring, giving the evil eye, eye-rolling.**

_____ **Relational Bullying-when a person influences other's friendships and relationships by actions that include but are not limited to the list Relational Bullying includes deliberate exclusion, getting even, spreading gossip or rumors, whispering about them giving the silent treatment, scape coating, writing words or creating cartoons, posters or drawings about another person designed to hurt or embarrass the person.**

_____ **Cyber Bullying is the use of cell phones, text messages, e-mails, messaging, social media, blogs and web postings to target another person in any of the ways described: Cyber bullying includes sending threatening or insulting messages, posting embarrassing pictures and personal information about others on blogs or social networking sites, forwarding messages that will cause hurt, posting or uploading negative comments, information, and images regarding the Church, School, Staff or Students.**

3. Other forms of harmful /hurtful behavior:

_____ **Alcohol, Drug possession, distribution, use on campus.**

_____ **Violation of Bus Rules..see back.**

_____ **Violation of Playground Rules..see back**

_____ **Violation of Dining Room Rules...see back**

Consequence: *Saturday School* day/days _____

Note: *An adult of the family must accompany student and supervise their service work.*

Principal

Date

Student signature

Date

Parent signature

Date

Mission Statement

The mission of St. Peter Indian Mission Catholic School is to educate children, who are grounded in God's love, to become respectful, reverent and responsible citizens.

(9) Bus Rules:

- 1-Children are to act with respect, reverence and responsibility:*
 - 2- Be polite, respectful, thankful and speak softly.*
 - 3-All books, and school supplies must be in see-through book bags.*
 - 4-Pencils, pens, markers. or colors are not allowed in book bags; nor are they allowed to be carried by students on the bus.*
 - 5-Keep seat belts on (if the bus has seat belts)*
 - 6-Remain seated in assigned places. No jumping, hiding or running around! Get on and off the bus at your 'normal' place unless an appropriate note from the office indicates a change.*
 - 7-No food or drink on the bus; no seeds, kool aid, gum, candy etc...*
 - 8-No fighting, bullying, name call, cussing, swearing or threat making on bus*
 - 9-Never damage bus property*
 - 10-Neither Students nor bus guests now monitors may not have: cell phones, radios, tape players, headsets, video- games, Game-boys' IPods, MP3 players etc on the bus*
- Note well:** These items will be taken from the student, turned into the office and a parent will have to pick them up. **If taken a second time**, child will not receive item back of the school year.

(35) Playground Rules...

- 1. Remain in the designated play area.*
- 2. Respect everyone, game rules, and the environment.*
- 3. No bullying, fighting, kicking, wrestling, throwing stones, rocks, sand, etc.*
- 4. No climbing trees. No hanging on basketball hoops.*
- 5. No running on the porch.*
- 6. Obey the playground supervisor.*
- 7. Be responsible for the athletic equipment, balls, or toys that you take out for recess for play. If you take it out, bring it back in!*
- 8. Students may not leave the playground without the permission of the playground supervisor, teacher or principal.*
- 9. Treat other people how you WANT to be treated--with RESPECT and fair play.*
- 10. No cussing or swearing or bad gestures!*

(28) Lunch Room and Breakfast Rules:

- 1. Pray before your eat. PRAY at the end of the meal too.*
- 2. Wash hands before eating.*
- 3. Eat all your own food.*
- 4. Use a quiet voice in the dining room. Stay in your place until dismissed*
- 5. Stack your trays neatly. Place silverware in metal container*
- 6. Crush milk carton; throw trash away.*
- 7. Do not take food from others, throw food around, give food away or play with food.*